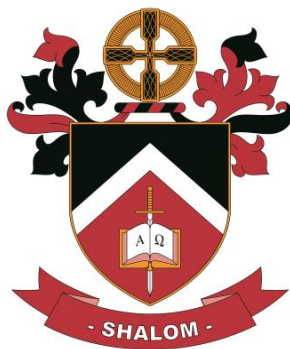
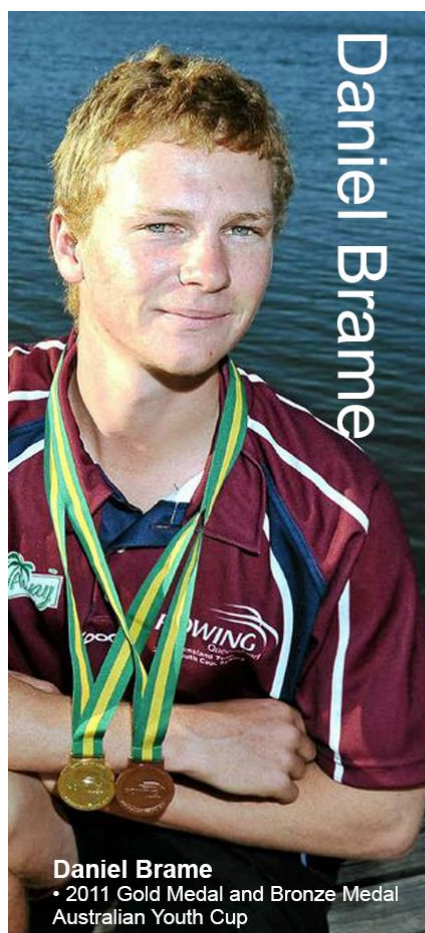




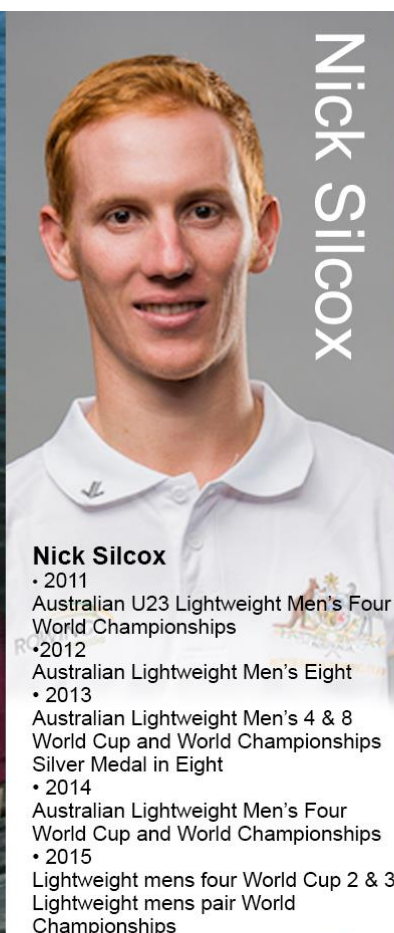
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Policies and Procedures

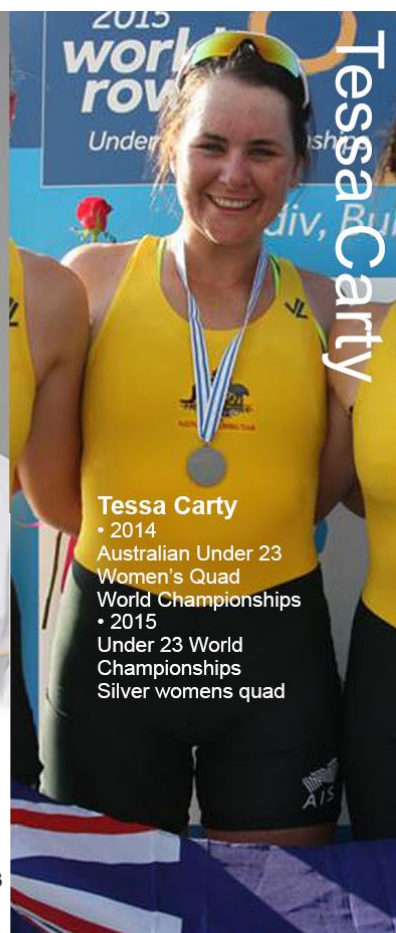




Daniel Brame
• 2011 Gold Medal and Bronze Medal
Australian Youth Cup



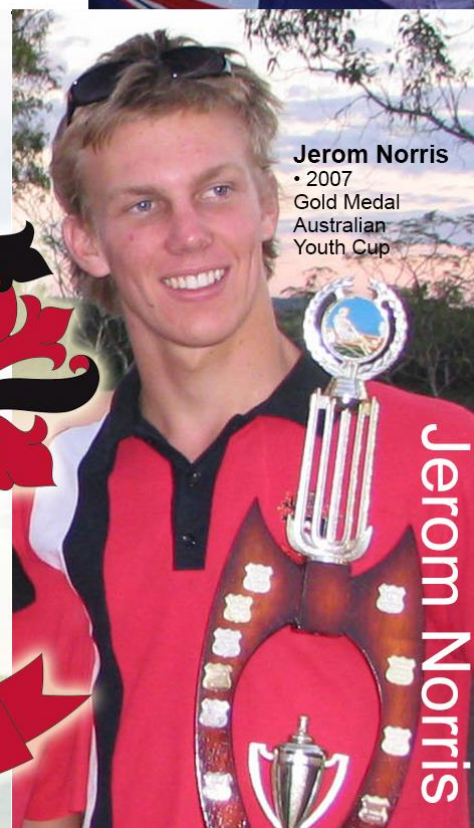
Nick Silcox
• 2011
Australian U23 Lightweight Men's Four
World Championships
• 2012
Australian Lightweight Men's Eight
• 2013
Australian Lightweight Men's 4 & 8
World Cup and World Championships
Silver Medal in Eight
• 2014
Australian Lightweight Men's Four
World Cup and World Championships
• 2015
Lightweight mens four World Cup 2 & 3
Lightweight mens pair World
Championships



Tessa Carty
• 2014
Australian Under 23
Women's Quad
World Championships
• 2015
Under 23 World
Championships
Silver womens quad



Emma McCarthy
• 2007 U23 Australian Women's Four
World Championships Silver Medal
• 2008 U23 Australian Women's Four
World Championships Bronze Medal
• 2012
Australian Women's Eight
World Championships



Jerom Norris
• 2007
Gold Medal
Australian
Youth Cup

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1. About Shalom Rowing – Organisational Information

Overview

Shalom Rowing was established in 1989 by a group of rowing enthusiasts eager to pass on their passion for the sport to the students of Shalom College. Shalom Rowing is directly affiliated with Rowing Queensland Inc (RQ) as an independent School Rowing Association. Rowing Queensland controls and administers the sport of rowing in Queensland. Shalom Rowing operates in accordance with the rules and regulations of Rowing Queensland. As a parent and supporters organisation, Shalom Rowing operates under the auspices of the Shalom Parents and Friends Association (P&F) and under the direction of Shalom College Rowing Co-ordinator. Shalom Rowing is also represented on the Bundaberg District Secondary Schools Sports Association (BDSSS) Rowing Subcommittee. Shalom Rowing does not have its own rowing facility. As such, the fees paid by Shalom Rowers, with the exception of boat maintenance fees, are directly forwarded to Bundaberg Rowing Club. These fees provide Shalom Rowers with automatic membership of Bundaberg Rowing Club, and the use of its facilities and rowing resources at the BRC Shed in Quay Street, and at the Bucca Rowing complex.

The rules and information contained in the following pages have been compiled with the intention of promoting the smooth and efficient operation of rowing activities. In order to achieve this, please make sure you are familiar with the contents of this handbook; it will be a useful reference. The roles and responsibilities, policies and procedures that are included in this booklet have been set by Shalom College and adopted in good faith by the members of Shalom Rowing. They are to be reviewed regularly and amended as required. This manual will remain a document in progress due to its developmental nature and the ever changing needs of the organisation.

Organisational Structure

Shalom Rowing is an affiliate member of Rowing Queensland.

Supporters Group

Purpose: To support and promote the sport of rowing for the benefit of Shalom students.

Members: The 2017 Rowing Supporters group consists of:

Executive

President	Sharon Pole
Vice President	Kerri-lee Evans
Secretary	Pene Makepeace
Fundraising Coordinator	Helen Amos
Director of Coaching	Rod Silcox
Equipment Maintenance	Brad Praed
School Coordinator	Simon Gills

Each Executive committee member will have equal voting rights with the Rowing Coordinator holding the casting vote. The Executive will meet as required prior to the monthly General Meeting to discuss any upcoming matters or issues or for planning purposes. Any two members of the Executive and the Rowing Coordinator will form a disputes panel in the event of grievances. All disputes will be addressed in accordance with existing Shalom College procedures.

All Executive positions will become vacant in November of each year; any interested party of Shalom Rowing may nominate for Executive positions. In the event there is more than one nominee for a position, election shall be by secret ballot. Appointment of all Executive members must be sanctioned by the College Principal via the Rowing Coordinator.

General Meetings provide a forum for all interested parties and are an opportunity for the wider Shalom Rowing community to have an input in both the day to day running of the programme as well as long term planning. General Meetings have an agenda; any interested party may request an item be included on the agenda, preferably prior to the meeting to allow the Executive to investigate/discuss the item. Any decisions regarding the discussed item will be in the form of a motion requiring approval of the majority. Such motions will be recorded in the meeting minutes.

General Meeting minutes will be recorded, distributed and put forward as true and correct by the Secretary at the following meeting.

The Shalom Finance Department will continue to administer Shalom Rowing funds and the Treasurer will collate information provided by the college. Financial Reports will be presented at General Meetings and will detail outgoing and incoming transactions.

Meeting Venue and Dates

Meetings are held at Shalom College and the time and venue depends on room availability. For dates refer to Shalom Rowing website <http://rowing.shalomcollege.com/>

Colours

The Shalom Rowing colours are the College colours of red, black and white. The Shalom Rowing zoot suit is registered with Rowing Queensland and Rowing Australia and must be worn during competition. Refer **Uniform** section for details of uniform requirements.

Rowing Captains

In Term 4 each year, two Year 11 students will be chosen as Rowing Captains for the following year. Nominations will be called for by the Rowing Coordinator. The process will include a written application on a supplied form, and if required, interviews with the Rowing Coordinator. A panel including (but not limited to) the Rowing Coordinator, Director of Coaching and the Sports Coordinator will appoint the successful applicants. All leadership positions in the school have to be ratified by the Principal.

2. Membership

All Shalom students are eligible to participate in the college rowing program.

Every effort will be made by the school to accommodate every student who wishes to row. The only potential for restrictions would result from a lack of suitable coaches and/or available resources.

Rowers are allocated a coach and crew. When joining the rowing program, it is expected that rowers will attend training sessions as scheduled and will assist with associated duties including rigging and de-rigging as required and cleaning down boats after every training session.

Member Records

For the safety of students and for ease of administration, it is imperative Shalom Rowing holds up to date contact details, medical information and record of membership. Please ensure our requests for this information are fully completed and advise the Registrar and Secretary of any change to such details. Member records are held by the Registrar and Shalom Rowing Secretary; all original membership records are sent to the Bundaberg Rowing Club.

3. Financial Matters

Membership fees

Affiliation fees for the 2017 rowing season have been set by the Bundaberg Rowing Club and are as follows:

Rowing to Head of River only (expires after Head Of River 2017)	\$250.00
Rowing to end of year (expires 31 December 2017)	\$440.00

The Bundaberg Rowing Club membership fee includes an insurance component. Fees must be paid prior to rowing commencing; if fees are not paid to the school, no insurance cover exists for the student and BRC equipment is not available for use. This also applies to students wishing to 'row on' past HOR; all fees must be paid prior to re-commencing training after HOR.

Boat maintenance fees

Previously members were asked to pay a small fee to cover the costs of maintenance of the fleet. The school has now taken on this cost and covers the repairs to boats and equipment.

Shalom Rowing Supporters Group fees

The group asks that members pay a fee of \$50 to be part of the SRSG. In the first year of membership this fee is used to purchase a team polo shirt and cap, in following years a jacket is available to purchase for wear at regattas or if the original shirt is needed to be replaced. The membership money also goes towards purchasing new equipment and training aids.

All fees are to be paid to Shalom College.

Regatta fees

Seat fees are incurred by each rower for every event they are nominated in. If the event requires a heat, a semi-final and a final, only one seat fee is charged.

Seat fees are charged per event as follows:

- BDSSS competition - free
- Club competition - \$14.50* per event
- State competition - \$17.00* per event

*These fees are set by Rowing Queensland and are subject to change.

Rowers competing in the Schools' Championship Regatta Series (i.e. after Head of the River) will be required to pay seat fees prior to race day. All rowers must confirm with their coach exactly which events they have been nominated in prior to the regatta to ensure correct fees are paid.

Uniform costs

Zoot suit \$80.00 approximately

Refer to Section 4 for further details on training and regatta uniform requirements.

Coaching

Coaches are volunteers and as such provide their time and expertise free of charge. Please exercise courtesy and respect by ensuring rowers turn up on time or advise coaches if they are delayed or unable to attend any training sessions or competitions.

Budget

The committee will determine a budget for equipment purchases based on the needs of Shalom Rowing for the forthcoming season.

Available funds are largely determined by the success of our fundraising efforts. Shalom Market BBQs form a large part of our income and vital to the success of the programme. As such, parent involvement and support is critical.

Fundraising

- Applying for funds: Grant applications may be applied for through various funding sources.
- Sponsorship: Shalom Rowing has benefited from the generosity of several private sponsors in previous years. Any businesses seeking promotion through their support of Shalom Rowing are invited to consider sponsorship.
- Shalom Market Barbecues are held on a regular basis, including during school holidays. Parents and rowers are encouraged to assist with this fundraising. This form of fundraising targets the wider community and we are not relying upon the generosity of the same parents and supporters. Please refer to the Shalom Rowing webpage and newsletters for rowing barbeque dates.
- Other fundraising opportunities and special events may be held during the year. Past social events include the Shalom Rowing Dinner, Trivia Night, High Tea, End of Year Presentation and BBQ. Shalom Rowing has also raised funds through community events such as Agro-Trend, and operating the bar at the Shalom Formal. The Fundraising Sub-Committee co-ordinates these events.

4. Uniform

Training

It is preferable that students wear their zoot suit or Shalom sports shirt to training. Hat, sunscreen and water bottle are essential.

Regattas

As students are representing their College at local and state events, the College uniform policy must be adhered to. The College will be advised of any non-compliance with the uniform policy.

- Shalom College rowing zoot suit
- Shalom Sports cap (black cap)
- A white long sleeved rash shirt worn under the zoot suit is recommended
- Shalom Rowing Supporters Shirt is optional, but offers additional sun protection (long sleeves)
- Shalom sports shirt and shorts (warm weather) and Shalom sports tracksuit (cooler weather). The Shalom red jumper or the navy zipped jacket are also acceptable
- Thongs are permitted and are suitable for students to wear between race events.

All College uniform items are available for purchase at the College Uniform Shop, however the zoot suit, Shalom Rowing Supporters Shirt and visor are not usually held in stock. Please contact either the Rowing Coordinator or Uniform Shop for closing dates for orders. These dates will be advertised in the Shalom Newsletter and on the Shalom Rowing website.

5. Expectations

Since its inception in 1989, Shalom Rowing has strived to provide positive experiences for our rowers and their families. Student rowers and their supporters have achieved far more than winning races. We find our students develop a great sense of sportsmanship, confidence and discipline and their parents and supporters enjoy fellowship as well as the satisfaction of being involved in the development of their children and their peers.

However, for this to occur, it is imperative all involved in the sport of rowing adhere to the Code of Conduct sanctioned by Shalom College, as well as take into consideration the following:

Rowers

As rowing is a team sport, each participant is expected to show commitment to his or her crew. All rowers are expected to row in crew boats appropriate to their skill and year level. Rowers in grades 10, 11 and 12 have additional sweep rowing events available at regattas. Participation in these events is encouraged after an appropriate amount of training. Furthermore, Rowers are encouraged to row singles sculls at training and regattas.

Training

Successful rowing is dependent on regular training to develop technique, strength and endurance. Training time tables are set at the beginning of the season, however, may need to be altered in line with our volunteer coaches' work commitments. Rowers are expected to attend 2 school training sessions per week unless fewer sessions have been agreed to by the rower's coach. This would only be arranged in consultation with the Rowing Coordinator and would only occur in exceptional circumstances. Repeated failure to attend the expected number of training sessions may jeopardise a rower's selection at regattas. Valid reasons for not attending training will be taken into consideration e.g. medical appointments, bereavements etc. In the event training session times need to be altered, any changes to session times will be advised by the coach. If rowers are unable to attend a training session, it is imperative that contact be made with the coach as soon as practical.

Crew Focus

Unlike many other sports, non-attendance to training sessions and regattas may create a situation where the remainder of the crew is unable to participate. Regular training as a crew creates a bond and builds a team; it is difficult to incorporate a replacement crew member at short notice.

Parents and Supporters

Parents and supporters are an integral component of Shalom Rowing. Without this support our programme could not operate. There are many ways parents and supporters can assist including;

- Assist younger crews get on and off the water at training sessions
- Drive tinnies for younger coaches
- Assist with Shalom Market BBQs
- De-rig / re-rig boats and load / unload boats for regattas
- Assist with canteen duties at Bucca
- Learn to coach
- Become a boat race official

It is a requirement that we supply volunteers for catering services for at local BDSSS regattas (HOR and lead-up regattas). The BRC convenor will generate the roster and we ask parents volunteer their time to assist in the Canteen.

Boat Handling

All rowers and assistants must observe safe boat handling practices with all rowing equipment at all times. Beginner crews are taught safe boat handling procedures by coaches.

Examples of safe boat handling are as follows:

- Never drop water bottles into the bottom of a boat (it may crack the thin hull).
- Never drop the oars – never carry more than you can handle.
- Never stand in the bottom of a rowing boat, always use the foot pad.
- Make sure the boat is out past the edge of the pontoon when lowering it into the water.
- Keep the boat off the pontoon for the whole time that it takes a crew to enter or exit the boat (hull may become scratched or passing boats may wash sculls onto pontoon causing damage.)
- Make sure the boat does not hit the pontoon when lifting from the water.
- Do not stand on the rigger to hold the boat when waiting for other crew members.
- Handle all boats by gripping the gunnels.
- Double sculls are to be carried upright in the crook of your neck not on the point of your shoulder
- Parents/Helpers are required to help year 8-10 crews to carry, launch and retrieve boats as young backs are not fully developed.
- When upside down on stands ensure the boat is not resting on the washboards at the front of the cockpit.
- Thoroughly wash the inside and outside of the boats including the riggers with soapy water. Because we train in salt water corrosion of the fittings is a problem.
- Rinse the boats thoroughly (not each other) with the hose.
- Thoroughly wash the blades after rowing.
- Take extra care when removing or replacing boats or oars in the shed, taking care not to hit other boats or objects.
- Ensure that all Shalom quad sculls and single sculls enter the shed stern first.
- All other Shalom double scull boats enter the shed bow first.
- Place all oars on the racks marked with the name of the boat they match.
- Sign out all boats when leaving the shed in the book provided; sign back in on returning back to the shed.
- Pull down the boatshed doors if you are the last crew to go out on the water and there is no one left in the shed.

- Parents/Helpers to assist in the returning of boats to racks as necessary.
- Remove fuel tanks from the tinnies on return to the shed and place fuel back in the fuel cupboard.
- Return stands and tinnies to shed before leaving.
- Last out, lock doors and lights out.

Boat repairs are costly and time consuming. Decreased boat availability due to damage and repairs compromises the training programs for all crews. We ask that these guidelines are followed and extra care is taken with all boats and equipment.

Shalom welcomes the involvement of parents, particularly in the area of rigging, de-rigging and loading of boats before and after regattas. In general this happens the day prior to the regatta when the boats will be de-rigged, loaded, transported then unloaded and re-rigged. As well as assistance with boats help is required with the setting up of shade tents at Bucca prior to regattas to ensure shade for students and parents throughout the day.

6. Competition

Rowing at Shalom is divided into two seasons with the first from the beginning of the school year to HOR. The second part of the season is the inter school state competition and is an opportunity for our rowers to compete against rowers from schools throughout Queensland. This level of rowing is more competitive and a considerable level of commitment to the sport is required. Due to other sporting commitments, not all students elect to row past HOR, which in turn means crews may be re-selected for the second rowing season (i.e. Queensland Schools' State Regattas).

BDSSS

Shalom College is represented on BDSSS Rowing sub-committee by the School Coordinator and the Coaching Coordinator.

SELECTION POLICY

Overview

Rowing is a demanding sport requiring significant commitment from athletes in order to achieve success. The Shalom Rowing Selection Policy has been created to ensure that athletes understand that all decisions taken in determining crew combinations are in the best interests of the crew and athletes involved.

The coach of each crew will select their athletes and crews for Regattas in consultation with the Director of Coaching.

If at any time an athlete requires further information to understand why they have or have not been selected to row in a particular crew they should meet with their crew coach at a time convenient to both. If for any reason an athlete requires further clarification they should meet with the following people in this order (a) Director of Coaching (b) Rowing Coordinator and (c) Shalom College Sports Coordinator.

Aim

This document outlines the process and procedures to select and prepare athletes from Shalom College so that they may contest Regattas to the best of their ability.

Objective

To provide a fair and transparent process for selection of crews for Shalom College
To maximise performance of crews and athletes
To ensure athletes are recognised and rewarded for consistent training and commitment

Selection Criteria

Rowing is a sport that requires blending the strengths of individuals to form a combination that will prove to be the fastest possible.

The criteria are as follows:

- Attitude and behaviour of the athlete on and off the field of competition
- Age of the student appropriate to the division the students is being selected in
- Small boat moving ability (1X and/or 2X)
- Performance in competition i.e. previous Regattas
- Ability of the athletes to achieve Shalom Rowing ergo benchmarks as determined by the Director of Coaching
- Technique, skill level and the ability to make technical changes
- Commitment to training and willingness to work as a member of a team
- School Record
- Performance at Selection Trials
- Performance at row-offs and seat racing

Crew Selection Dates

Crews will be set in accordance with the above criteria and should take place in such a manner as to allow the crews to prepare for competition.

Key events:

- Rowing Ergometer testing in February and March
- Rowing Camps / Selection Trials.
- Lead Up Regattas

Following these events the crew coach, Senior age group coach and the Director of Coaching may choose to review the performance of the crew and make changes to its personnel accordingly. If time between the First and Second Lead Up Regattas and the BDSSS Head Of River Regatta is minimal, coaches should ensure their crew selection for the BDSSS Head Of River Regatta is finalised well prior to the BDSSS Head Of River Regatta to allow the crew sufficient time to train together and prepare for competition.

Selection of crews for Central Queensland, South Queensland and Queensland School Championship Regattas will depend on athlete and coach availability. Crews, training times and coaches may change after the BDSSS Head Of River Regatta. Crew selection should take place in such a manner as to allow the crews sufficient time to prepare for competition.

- **YEAR 7 CREWS:** Particular attention should be paid by coaches to the selection of Year 7 crews. Coaches are aware that providing new rowers with an opportunity to initially train within friendship groups may be important to some individuals' transition into High School. However, rowers must be aware that the final crew selection will be made in order to *form a combination that will prove to be the fastest possible.*

- **MULTIPLE CREWS IN AGE/GENDER GROUPS:** Where there are multiple crews in any age/gender group, *all coaches of those crews must be part of the selection process* overseen by the Senior age group Coach and in consultation with the Director of Coaching

*** RIGHT OF CHALLENGE:**

In line with general Shalom College sport philosophy, if a student wishes to challenge for a position in a team they must issue that challenge in writing to the Director Of Coaching, Rowing Coordinator and Sports Coordinator no later than 24 hours after they are notified of crew selection. If in the majority opinion of all 3 people, the athlete has a genuine right of challenge, the Director of Coaching, and Crew Coach will determine a time and place for the student to challenge as they see fit. They may use, but are not restricted to:

(1) Row offs in single sculls

(2) Seat racing in double sculls and quads

Their right of challenge will only be considered in exceptional circumstances e.g. they weren't available to attend the Selection Trials due to injury or illness, family bereavement, or serious injury or illness of a close family member.

Coxswain Selection

Criteria will include but is not limited to the following:

- Expression of interest
- Physical suitability
- Display an ability to steer strategically and in a straight line
- Feedback from athletes in regard to a potential or current coxswain's abilities

Ultimately the selection of a coxswain may depend on their availability on the day of a Regatta in relation to clashes with other events in which the coxswain may be competing as a rower.

Expectations

Complete all training sessions as determined by your coach. Remember Rowing is a physically demanding sport. There will be times when your strength and fitness will be challenged.

If you do not consistently attend training you may not be considered for selection.

If you are going to miss a session please advise your coach prior to the session. If you are unable to contact your coach, you must advise your age group Senior Coach, Director of Coaching or the Rowing Coordinator.

Any use of threatening or foul language, or intimidating gestures, will be referred to the Sports Coordinator for disciplinary action.

Composite Crews

Definition

A composite crew is a crew that is made up of rowers from multiple schools/clubs.

Background

Over the years, Rowing as a School sport has grown in significance at Shalom College. At the start it was made up of a few rowers who needed to "composite" to row crew boat events. Today we have multiple crews in some age groups and very few age groups that cannot compete in their own right in crew events.

The use of composite crews at club and school competition levels has been viewed by some as anti-competitive and is no longer supported by most rowing bodies.

School Based Rowing

Today we have a very strong school based rowing competition that has developed in line with the requirements of Rowing Australia's competition guidelines. Outside of the local 'Head of the River' competition, the school based competition is relatively new. In the past our rowers moved from 'Head of the River' to 'club' rowing where there were few impediments to crew selection. One of the objectives of our school in supporting the school based competition, is to give Shalom Rowers the opportunity to represent their school at local, regional and state levels. In past years, our top athletes have also been given the opportunity to be selected for a regional team. In the regional team they have been able to compete with the best rowers from other schools in the region, against the best rowers from other regions, in an inter-regional competition. Shalom is very supportive of this opportunity for the elite Rowers to represent their region.

Aim of Policy

It is not the aim of this policy to give opinion on the positive or negative aspects of the competitiveness of composite crews, but to set down a procedure that can be followed when considering whether the compositing of a particular proposed crew is acceptable to our school community and Rowing Qld.

Guidelines for Compositing

1. Rule 12.5, Rowing Australia Rules, 2008 edition.

School events are restricted to crews consisting of representatives of one school only.

2. Rule 3.8a, Rowing Qld bylaws.

All such consents (for composite crews) are subject to approval by the Rowing Qld Board.

3. BDSSS rules

Priority to be given to students within a school before looking to other schools, any proposed composite crews for BDSSS Head of the River Regattas are subject to approval by the BDSSS Rowing Sub Committee.

4. Shalom College Policy on Participation.

No eligible Shalom student will be excluded from competing in an event because of a composite proposal.

Procedure for Rowers considering compositing crews

All steps in this process need to be done with the support of the coach, and in view of the above points.

- Determine which event competition is desired in.
- If representation of the school is not intended, this policy does not apply. If representation of the school is required, then the school has final say in the outcome of any application.
- Determine the feasibility of competing.
- Determine available crew members from within the same age and gender group.
- If none available, look at the next age group down, same gender.
- If none available, for boys, look for girls in the same age group.

- If unavailable, your coach would need to submit a request to the Shalom Rowing Regatta secretary for consideration by the executive committee and sanctioning by the school.
- A successful consideration would go to the RQ board prior to a meeting, prior to nominations for the event closing.
- Nomination in the event would be made provided the scheduling of events was such that the composite nomination did not affect other non composite events.

Nomination Procedure

All coaches must lodge crew nominations with the Regatta Secretary one week prior to the close of nominations for the upcoming regatta.

For Schools' Championship Regatta events, a nomination form and payment of seat fees will be required prior to acceptance.

Seat Fees

Seat fees are set by Rowing Queensland for Championship regattas. There are no seat fees required for BDSSS regattas. (Refer to Section 3, Financial Matters – Regatta Fees)

Preparation

Assistance is required with boat loading at the Bundaberg Rowing Club and Bucca before regattas with the rigging, de-rigging and loading of boats onto trailers.

Racing Rules

School rowing rules fall under the Competition Rules of Rowing Queensland. For crewed events rowers compete in events for their year level, however for single events they compete against rowers of the same age. Race distances are as follows:

Event	BDSSS race distances (m)	Schools Championship race distances (m)
Under 13; single	500	N/A
Under 14; single	500	1000
Under 15; single	1000	1000
Under 16; single	1000	1500
Under 17; single	1000	2000
Open; single	1000	2000
Year 7; double and quad	500	N/A
Year 8; double and quad	500	1000
Year 9; double and quad	1000	1000
Year 10; double and quad	1000	1500
Year 11; double and quad	1000	2000
Open; double and quad	1000	2000

Regatta Calendar

BDSSS regattas (all held at the Bucca Rowing Course)

- 1st Lead Up Regatta,
- 2nd Lead Up Regatta
- Head of the River,

Schools' Championship Regattas

- Central Queensland Schools Regatta (Bucca June 24,25 2017)
- South Queensland Schools Regatta (Wyaralong July 15,16, 2017)
- State Championship Schools Regatta (Rockhampton September 16-18, 2017, incorporating Inter-Regional Championships)

Transport

Rowers are responsible for their own transport to local regattas (Bucca). Group transport may be available for regional regattas. Specific details will be advised. Shalom boat trailers will transport boats to and from regattas. Privately owned boats may be transported on Shalom boat trailers, at a nominal cost and dependent upon available space

Group Accommodation

Regional regatta accommodation for rowers and coaches may be organised by the committee with the support of College. Families are welcome to join the group should accommodation be available. Accommodation costs are the responsibility of rowers and their families.

7. Communication

Effective communication is essential to the operation of Shalom Rowing and we welcome your questions, comments and feedback.

Many questions of a general nature may be answered by visiting our website, <http://rowing.shalomcollege.com/>. Alternatively, you can contact your child's coach, the Rowing Coordinator or any member of the Executive for more specific details.

For the safety of your child and effective communication, it is imperative that contact details of parents / carers are up to date. Please notify the Rowing Coordinator of any changes.

Emails

It is important that the Rowing Coordinator is provided with the email address or addresses which will provide the best means of communication to parents and students for all things related to rowing. It is important that parents and students check those email addresses on a regular basis. Please advise the Rowing Coordinator if you are not consistently receiving rowing related emails from him.

School Notices and Newsletters

Information will also be placed in School Notices and the School Newsletter when necessary.

Shalom Rowing Website

The Shalom Rowing website commenced in 2009 it is intended the site will become a major source of information relating to Shalom Rowing. <http://rowing.shalomcollege.com/>

Shalom Rowing Facebook

The Shalom Rowing Facebook page will be administered jointly by a Shalom Rowing Supporters Group committee member and the Rowing Coordinator. Other administrators may be appointed as necessary. www.facebook.com/shalomrowing

Communication with the Rowing Queensland and Bundaberg Rowing Club

Shalom Rowing is affiliated with Rowing Queensland through school membership. Shalom Rowers are members of the Bundaberg Rowing Club. Communication with Rowing Queensland and Bundaberg Rowing Club occurs at different levels, depending on the content. It is important for the appropriate level and manner of communication be observed.

8. Roles and responsibilities

Executive

Rowing Coordinator

- Represents college under the direction of Shalom Sports Co-ordinator
- Oversees Shalom Rowing
- Holds executive committee casting vote
- Sanctions appointment of all executive and sub-committee members
- Contact point at Shalom for distribution of information, notices etc
- Liaises with Principal and college administration and report back to Executive and General Meetings
- Represents Shalom College at BDSSS Rowing sub-committee meetings
- Represents Shalom College at Bundaberg Rowing Club monthly meetings
- Represents Shalom College at BDSSS Rowing Regattas
- Liaises with Shalom Rowing Executive
- Liaises with Uniform shop re ordering of new Zootsuits
- Assists with updating of Shalom Rowing Handbook, website and Facebook page

President

- Facilitates executive, committee and general meetings
- Follows up action items

Vice President

- Supports President

Director of Coaching

- Represents coaching sub-committee
- Determines and implements technical aspects of programme (i.e. technique, training etc)
- Presents Coaching Report to monthly Rowing Meetings

Grants Coordinator

- Maintains database (contact details, financial status of members etc)
- Liaise with school regarding finances
- Reports financial position to meetings
- Responsible for applications and acquittal of funding grants

Regatta Secretary

- Regatta nominations

Secretary

- Compilation and distribution of meeting minutes
- Attends to incoming and outgoing correspondence as necessary

Sub-Committees

Coaching

- Operates under the direction of the Director of Coaching
- Assists Director of Coaching in development of technical model of coaching
- Responsible for development of coaches
- Co-ordinates training schedules
- Selects crews for HOR and Schools' State competitions
- Reports to General Meetings via Director of Coaching

Boat Maintenance

- Repairs equipment as necessary
- Undertakes regular maintenance of equipment
- Reports to General Meetings

Fundraising & School BBQs

- Co-ordinates social and/or fundraising events as required
- Co-ordinates volunteers for Shalom Market BBQs
- Reports to General Meetings as required

9. BDSSS Code of Behaviour

Note; the Code of Behaviour document forms part of the Shalom Rowing Membership form. All students admitted to the Shalom Rowing programme must sign this document, as have the rower's parents/carers.

**Bundaberg District Secondary Schools Sport
Code of Behaviour (Students, Parents & Spectators)**

The following code of conduct highlights the level of expected behaviour of students, parents and spectators when participating in / attending Bundaberg District Secondary School Sport (BDSSS) events. Consequences for not honouring this code of behaviour are listed in the boxed sections. Please ensure that you have read and understand this code prior to participating in / attending Bundaberg District Secondary School Sport (BDSSS) events. **Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.**

EXPECTATIONS OF STUDENT PARTICIPANTS

As a team member

- Take responsibility for your own behaviour and performance.
- Compete by the competition conditions and rules.
- Never argue with the Judge's, Referee's or Umpire's decision.
- Control your temper – no criticism by word or gestures
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- Be a good sport. Encourage and support your own team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Behave in a manner that respects the rights of others
- Smoking, drinking of alcoholic beverages, use of any illegal substances and substance abuse is strictly forbidden
- Entering or remaining upon restricted licensed premises unless under the supervision of team officials is strictly forbidden
- Wear the official team uniform at all times, as directed by team management/officials
- Stay in the designated team area and support other team members during times when you are not competing.
- Follow all directions of team management/officials.
- Ensure that you have telephone numbers of team managers with you at all times that you are not with the team

Consequences for breaches of this code by students

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. Bundaberg District Secondary School Sport (BDSSS) is responsible for imposing any longer term consequences to your future participation in BDSSS events.

Students may be notified orally or in writing of a temporary ban from participating or attending BDSSS fixtures until formal processes are conducted by BDSSS to determine complaints under this Code.

Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA. Furthermore, BDSSS may provide a report to your school about your conduct and, as a school representative, you may be subject to discipline in accordance with the *Education (General Provisions) Act 2006 (EGPA)*

I, _____ have read and understood the Team Members'

Code of Behaviour and agree by its conditions.

Signed: _____ **(Student) Date:** _____

Parents' Code of Conduct

- Co operate with the school to achieve the best outcomes for your child
- Support team and event officials in maintaining a safe and respectful learning environment for all students
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and behaviour
- Encourage participation by your children
- Provide a model of good sportsmanship for your child to copy
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators
- Encourage honest effort, skilled performance and team loyalty
- Make any new parents feel welcome on all occasions
- Do not interfere with the conduct of events
- Support School Sport Australia's policy of a smoke and alcohol free environment.

Spectators' Code of Conduct

- Demonstrate appropriate social behaviour at BDSSS / WBSS events
- Remember children play for enjoyment, please don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference
- Support skilled performances and team play with generous applause
- Demonstrate respect for opposing players and their supporters
- Support our policy of a smoke and alcohol free environment

Consequences for breaches of this code by parents / spectators

Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. Bundaberg District Secondary School Sport is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely.

Parents and spectators may be notified orally or in writing of a temporary ban from attending BDSSS fixtures until formal processes are conducted by BDSSS to determine complaints under this Code. Parents and spectators will be afforded natural justice in respect of breaches of this code.

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state education institution in the presence or hearing of students – s.333(2)(b) Wilful Disturbance, of the *Education (General Provisions) Act 2006 (EGPA)*. Breaches of this section of the EGPA may result in a complaint being made to police.

I have read the Parents' and Spectators' Code of Conduct and hereby give consent for

my son/daughter _____ to participate in any competition arrange by or participated in by the Bundaberg District Secondary School Sport or any affiliated body, and I hereby give my permission for him/her to use forms of transport for such travelling as may be deemed necessary.

I also agree:

1. that during period/s of the competitions in which my son/daughter participates, and during travel and other such activities as may be deemed necessary, my son/daughter shall be under the sole direction of the person/s duly appointed in charge of the team/s.
2. to meet the costs for any illness, accident or unforeseen circumstances which may occur during the periods of the activities in which my son/daughter participates and during travel and other activities as may be deemed necessary.

Signed: _____ **(Parent/Guardian) Date:** _____

10. Sun Safety Policy

Shalom Catholic College Bundaberg

Issued 1995

Policy Area – Sun Safety

Values: Justice, Dignity, Learning, Responsibility, Love

Policy: In the light of the known effects of exposure of the skin to the sun, the College will take steps to promote sun safety, among students and staff, encouraging the use of personal protection through dress expectations, the planning and content of the curricular and extra-curricular programs, the provision of shaded recreation areas, and other measures

Consequences: All reasonable endeavours will be made to provide adequate shade areas for student use.

Students are required to wear the College broad-brimmed hat while recreating in unshaded areas

Students are required to wear the College broad-brimmed hat or another suitable hat while participating in Physical Education or Sport in the open as far as this is practical and/or appropriate

Staff are required to wear a suitable broad-brimmed hat while on duty or working in unshaded areas.

Sunscreen will be made available and its use encouraged

Curricular and extra-curricular programs will be planned to take account of sun safety issues

11. Policies

SHALOM ROWING POLICY IN RELATION TO:

- (a) Participation by Shalom Rowers in school or club regattas which are not recognised as official school excursions
- (b) Use of Shalom boats and equipment at school or club regattas which are not recognised as official school excursions
- (c) Use of Shalom boats and equipment outside of official Shalom Rowing training times, or when Shalom Rowers are being privately tutored

MEMBERSHIP:

- A financial member of Shalom Rowing may row at any club or school Regatta as a Shalom Rowing member. Shalom Rowing is an independent financial member of Rowing Qld.
- A financial member of Shalom Rowing may row at any Club Regatta as a Bundaberg Rowing Club member. Shalom Rowing members are also financial members of BRC.
- When competing as a Shalom Rowing member, rowers must wear a Shalom zoot suit. When competing as Bundaberg Rowing Club members, they must wear a BRC Zoot Suit/Singlet.
- Rowers will need to be nominated appropriately on ROMS for club or school regattas.

BOATS & EQUIPMENT:

- Whenever a Shalom rower is training or competing as a Bundaberg Rowing Club member, they may not use Shalom Rowing boats or equipment.
- Shalom rowers training with BRC crews should do so at a time that does not interfere with their normal school rowing training schedule or cause problems with Shalom boat availability for other crews.
- If a Shalom rower is training or competing as a Shalom Rowing member, they are entitled to use Shalom Rowing boats. The Shalom trailers are available for the transport of boats and equipment to and from Regattas, provided there are sufficient rowers participating to justify the use of a trailer. Alternatively, rowers will need to seek other transport options for a Shalom boat. If a Shalom boat is transported by other means e.g. on a BRC trailer, the cost of transportation is to be met by the rower using the boat. Any fuel costs associated with the transport of Shalom boats to any Regatta which is not a recognised school excursion, will be met by those rowers using Shalom boats.
- When a Shalom rower is being coached outside of normal school training times, by a non-Shalom coach, the rower is not entitled to use Shalom Rowing equipment.
- When a Shalom rower is being coached outside of normal school training times, by a Shalom coach, the rower is entitled to use Shalom Rowing equipment.

Please note: Shalom rowers are also BRC members, and are therefore entitled to the use of BRC boats and equipment.

INSURANCE:

- When a Shalom rower is participating in a CLUB regatta, as a Shalom Rowing member, and using Shalom rowing equipment, the school's equipment and the rower are covered under the school's insurance policy.

SHALOM ROWING POLICY IN RELATION TO PRIVATE BOAT USE

All Shalom Rowers must row in Shalom boats at training or in competition, unless

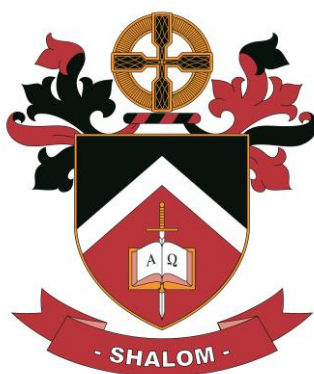
- (a) they row in a private single owned by the Shalom rower
- (b) they row in a private double or quad owned by one of the Shalom rowers in the crew
- (c) there is no suitable Shalom boat available
- (d) they row in a boat borrowed from another school, club or individual provided there is mutual consent, and no other rowers are disadvantaged
- (e) they row in a Bundaberg Rowing Club boat (Shalom rowers are also BRC members)

NOTE: Shalom Rowing and Shalom College will not be held responsible for damage to a private boat if a Shalom Rower chooses to row in a private boat. Any damage is the responsibility of the boat's owner and the rower.

NOTE: If, in the opinion of a Shalom rowing coach, or the Director of Coaching, a private boat is unsuitable for any Shalom rower, then the rower will not be allowed to row the private boat when rowing for the school. This is to protect our rowers from possible injury.

12. Important dates for Shalom Rowing 2017

DATE	EVENT	LOCATION
Wednesday January 25 Friday January 27	Sign-On Summer Sport	Shalom College
Monday February 6	Information Evening New Rowers and Parents	Shalom College
Sunday May 7	BDSSS First Lead-Up Regatta	Bucca
Sunday May 21	BDSSS Second Lead-Up Regatta	Bucca
Saturday June 10 and Sunday June 11	BDSSS Head-Of River Regatta	Bucca
Saturday and Sunday June 24,25	Central Queensland Championship Rowing Regatta	Bucca
Saturday and Sunday July 15,16	South Queensland Championship Rowing Regatta	Wyaralong
Saturday – Monday September 16-18	Queensland Schools Championship Rowing Regatta	Rockhampton





BUNDABERG
RADIOLOGY



FNOQ

SECURITY & TRAFFIC CONTROL



WinTech
R A C I N G

Swift Racing